



CITY OF HOUSTON

Job Posting

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Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	SENIOR ACCOUNTANT
Posting Number	PN# 103303
Department	Department of Public Works & Engineering
Division	Resource Management Division
Section	Materials Management Branch
Reporting Location	319 St. Emanuel*
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
	*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs financial statements, schedules and other documents necessary to communicate accounting information to management. Reviews daily, weekly, monthly and annual financial reports for accuracy and completeness; reconciles reports against City financial records; makes changes and/or adjustments to reports if necessary; notifies supervisor of changes as required. Reviews daily cash transaction for accuracy; balances accounts to appropriate funds; reconciles and/or makes corrections; transfer money between funds when needed. May lead or provide guidance to accountants and/or accounting clerks. Assists supervisor and management in developing and writing procedures; assists management in decision-making practices.

WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Accounting, Business Administration or a closely related field such as Finance, with a minimum of 18 hours in Accounting.

MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years of experience in professional accounting are required. Professional accounting experience may substitute for the education requirement on a year-for-year basis, except for the required minimum of 18 hours in Accounting. A Master's degree in Accounting, Business Administration or a closely related field, such as Finance, may substitute for two years of the experience requirement.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

None

SELECTION/SKILLS TESTS REQUIRE None

However, the Department may administer a skills assessment evaluation.

SAFETY IMPACT POSITION ■ Yes ? No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

	Salary Range - Pay Grade 20
\$1,151 - \$1,574	Biweekly \$26,926- \$40,924 Annually

OPENING DATE March 2, 2005

CLOSING DATE March 8, 2005

APPLICATION PROCEDURES

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st Floor. Telephone Device for the Deaf telephone number is (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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